



MASTER PLANNED SENIOR COMMUNITIES SUBMITTAL CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Mon - Fri 7:30 AM - 4:00 PM

- ☐ Land Use Application
- ☐ Application Fee (consult 'Planning, Zoning and Land Use Fee Schedule'. Fee will vary depending on type of review (BSP, commercial site plan, etc.)).
- ☐ Cover letter to include:
 - Detailed project narrative that includes a description of the proposed housing and care options to be offered and project phasing, if any;
 - Explanation of the desired age restriction for the community.
 - The total number of proposed dwelling units/beds and a description of the housing type for each such unit.
 - Descriptions of the design features and general size and layout of the proposed dwellings to demonstrate their appropriateness for the age-restricted population. The material submitted must indicate how the use of universal design features will make individual dwelling units adaptable to persons with mobility or functional limitations and how the design will provide accessible routes between parking area, sidewalks, dwelling units, and common areas.
- ☐ Draft restrictive covenants to include:
 - Detailed Provisions to address enforcement of age restrictions, affordability requirements, parking, ongoing maintenance of open space, recreation facilities, and common areas.
- ☐ Legal Description
- ☐ Vicinity Map
- ☐ Title Report aka "Plat Certificate" (**current within 30-days of submittal**)
- ☐ Environmental Checklist, if necessary (signed and dated, 5 copies, applicable fee)
- ☐ Building Elevations and Representative Plot Plans, (3 copies) to include:
 - Typical elevations for all attached dwelling, multi-family dwelling, and assisted living and nursing facilities including identification of exterior building materials and roof treatment (materials and color board).
 - Typical plot plans (drawn to a scale of not less than 1" = 50') for each respective building showing the location of building entrance, driveway, parking, fencing, site screening, and related improvements.
 - Design analysis to demonstrate the relationship of the development to surrounding land uses, with cross sections, renderings or elevation drawings showing the scale and character of the development.
- ☐ Landscaping Plan (4 copies), including plant locations and species size at planting, together with location and typical side view of perimeter fencing or berms, if any;
- ☐ Preliminary Site Plan (6 full size copies and 1 reduced to 11 x 17") to include:
 - The name or title of the site plan;
 - The date, north arrow, and approximate engineering scale as approved by the Planning Department (e.g. 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60', etc.)
 - Property lines and dimensions;
 - All easements and uses;
 - Critical areas (streams, wetlands, etc.), drainage channels, and water courses,
 - Size and shape of all building sites and lots, and location of all building pads
 - Proposed site access including all proposed internal streets, off-street parking facilities, driveway approaches, curbing, sidewalks or walkways, street channelization, and type of surfaces;
 - Existing dimensions of adjacent roadways, proposed internal streets;
 - Open space areas;

- Existing and proposed utilities including location of water meters, mains, valves, sewer mains, laterals, manholes, pump stations, and other appurtenances;
 - Fire hydrant location and distance;
 - Total land area and net project density;
 - Location of all solid waste collection points;
 - Location of proposed water meters, mains, valves, sewer
 - Five-foot contour lines depicting existing and proposed topography;
 - Existing development within 200-feet of the site; and
 - Project staging or phases, if any.
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- ☐ Preliminary street profile together with a preliminary grading and storm drainage plan, if necessary (4 full size & 1 reduced to 11 x 17")
 - ☐ Signage and lighting plans (4 copies) including typical side view of entrance treatment and entrance signs
 - ☐ Traffic Impact Analysis (4 copies, if required)
 - ☐ Geotechnical Report (4 copies, if required)
 - ☐ Critical Areas Analysis and preliminary mitigation plan (4 copies, if required)
 - ☐ Such additional information as the City may deem necessary.